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November 5, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter will update the County Classification Plan and departmental staffing provisions by adding new classifications, by reclassifying positions in various County departments, and by making technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add five (5) classifications and one (1) unclassified position, to delete one (1) non-represented classification, to reclassify 13 ordinated positions to implement the results of various classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year, to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments, to implement the classification recommendations in this letter.

"To Enrich Lives Through Effective And Caring Service"

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These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. In those cases where an encumbered position is downward reclassified, the employee retains his payroll title and, therefore, experiences no negative financial impact. Once the reclassified position is vacated, however, the department may only make an appointment at or below the recommended classification within that series.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

New Classes

We are recommending that five (5) classifications and one (1) unclassified classification be established in the County Classification Plan to better meet departmental operational requirements (Attachment A).

Board of Supervisors

The unclassified position of Deputy Executive Officer, Board Operations, Board of Supervisors (UC) will direct the expanded activities of the Board Operations Division in the Executive Office, Board of Supervisors.

Public Social Services

The Information Technology Manager, Eligibility Systems is a one-position classification that will manage and administer the Department's Eligibility Systems Division. This division is charged with developing, implementing, maintaining, and supporting the Department's public assistance eligibility determination and benefit issuance systems. This classification is distinguished from other departmental Information Technology managers by the broader scope and greater level of responsibility associated with these systems.

Non-MegaFlex Classes

Due to system limitations in the Countywide Personnel and Payroll Processing System, four (4) represented classes are being established distinct from their MegaFlex counterpart classifications. Once established, these classes are to be utilized for all future appointments made.

Deleted Classes

We are recommending the deletion of two vacant classifications from the County Classification Plan (Attachment A). The non-represented Medical Director II, MD/Administration was created in 2004 in conjunction with the implementation of Measure A. However, it has never been utilized nor are there plans to utilize it in the future. In conjunction with this deletion, we are also amending various physician pay plan provisions to delete references to this classification. The same holds true for the represented Supervising Warehouse Worker which has been vacant since 1996.

Class deletions are consistent with the County's strategy to reduce the number of obsolete County classes. The affected departments have been informed of and have consented to the deletions.

Technical Corrections

We are making minor amendments to correct an erroneous cross reference in the Physician Pay Plan. We are also correcting the effective dates for the Departmental Chief Information Officer I salary changes as adopted by your Board on March 18, 2008 (Attachment A).

Lastly, we are including the deletion of the Senior Welder position in the Fire department. This deletion was originally included in our September 9, 2008 countywide reclassification Board letter. At that meeting, your Board approved all of our recommendations with the exception of this deletion due to objections raised by a union business representative. We have since reported back to your Board and to the business representative to clarify the recommendations made: namely, that the action was limited to the removal of the position from the Fire Department budget. The Senior Welder classification still exists within the County Classification Plan and respective MOU.

Reclassifications

Based upon individual position studies, we recommend that 13 ordained positions in seven (7) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 13 positions that will be reclassified is estimated to total \$91,267 (all funds). Net County cost is estimated to be \$26,539. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

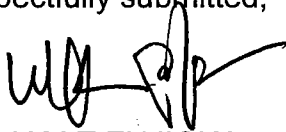
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/ Megaflex	1117	Deputy Executive Officer, Board Operations, Board of Supervisors (UC)	N23	R13
Horizons/ Options	5624	Emergency Patient Transfer Coordinator (Non- Megaflex)	NM	81C
Savings/ Megaflex	2619	Information Technology Manager, Eligibility Systems	N23	S14
Horizons/ Options	9188	Patient Financial Services Control Worker (Non-Megaflex)	NM	75E
Horizons/ Options	4987	Phlebotomy Service Supervisor (Non- Megaflex)	NM	70H
Horizons/ Options	4338	Supervising Forensic Identification Specialist (Non-Megaflex) 614	NV	95F

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
5448	Medical Director II, MD/Administration

REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
2335	Supervising Warehouse Worker

SALARY CORRECTION

Item No.	Title	Current Salary	Recommended Salary
2579	Departmental Chief Information Officer I (UC)	01/08/2008 N23 R13 01/01/2009 N23 R13	11/13/2007 N23 R13 01/01/2008 N23 R13 01/01/2009 N23 R13

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Animal Control Officer II NM 72J Represented	Account Clerk II NMV 64D Represented
1	Senior Typist-Clerk NMV 66C Represented	Account Clerk II NMV 64D Represented

The subject positions are located in the Fiscal Services Unit, and report to an Administrative Services Manager I.

The Animal Control Officer II position reviews and enters refund requests into eCAPS as received from the animal shelters, and ensures that the appropriate receipts are attached before routing them for approval to an Accounting Technician II. In addition, the subject position tracks payments with insufficient funds, sends payment notices to clients, and forwards non-responses to the Treasurer and Tax Collector. Additional duties include logging monthly departmental bills (e.g., cellphone, trash collection, drinking water, custodial services), and submitting them for payment to the Auditor-Controller.

The Senior Typist-Clerk position reviews and logs in all bank deposit slips received from the animal shelters; ensures all appropriate documents are attached and that deposit amounts are accurate; inputs all deposits to generate monthly reports; reviews employee mileage claim reimbursements, and forwards reviewed claims to the Administrative Services Manager I for approval.

The duties and responsibilities assigned to the Animal Control Officer II and Senior Typist-Clerk positions are consistent with the class concept and allocation standards for Account Clerk II. This classification performs a variety of the more difficult and complex bookkeeping and financial-clerical work. Therefore, we recommend downward reclassification of these positions to Account Clerk II. In conjunction with this recommendation, we are also amending the ordinance to reflect the deletion of two positions – an Accounting Technician I and an Animal Control Officer I – so that funding can be redirected to complete the organizational restructuring in this Unit.

BOARD OF SUPERVISORS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Deputy Executive Officer, Board of Supervisors (UC) N23 R12 Non-Represented	Deputy Executive Officer, Board Operations, Board of Supervisors (UC) (new classification) N23 R13 Non-Represented

The subject position is being recommended for upward reclassification to the newly created unclassified position of Deputy Executive Officer, Board Operations, Board of Supervisors (UC). As discussed earlier in this letter, this new position will direct the expanded activities of the Board Operations Division in the Executive Office, Board of Supervisors. The compensation level of R13 is being recommended to recognize the overall administrative responsibility, scope of work, and consequences of actions of the position.

DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Legal Office Support Assistant I NML 70G Represented	Priors Assistant, District Attorney NML 73C Represented

The subject positions report to a Senior Paralegal, and are assigned to the Bureau of Central Operations, Complaints Division, Priors Unit. The positions obtain and maintain legal documents essential to increase a defendant's sentence. The duties include researching defendant's prior felony convictions and allegations of prior criminal history, creating and updating case files and the criminal database; updating certification pages with the requesting agencies information; ordering certified legal documents; composing letters to request priors; contacting arresting agencies; and testifying in court as expert witnesses.

The scope of the responsibilities assigned to these positions meets the Priors Assistant, District Attorney allocation criteria. By definition, positions allocable to this class research defendants' prior records, determine which convictions increase the sentence, prepare criminal allegation reports, and provide proof of the prior convictions for the court's use in sentencing. Therefore, we recommend upward reclassification of these positions to Priors Assistant, District Attorney.

DEPARTMENT OF HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Coastal Cluster		
1	Recreation Therapist II NM 85F Represented	Child Life Specialist NM 85F Represented
1	Recreation Therapy Assistant NM 71L Represented	
LAC/USC Healthcare Network		
1	Recreation Therapist II NM 85F Represented	Child Life Specialist NM 85F Represented

The subject positions are responsible for working with pediatric patients and their families, or children of patients facing a broad range of challenging experiences related to healthcare and hospitalization. These positions provide professional therapeutic intervention, and promote the development of effective coping skills through play, education, and self-expression activities.

The assigned duties of these positions fully meet the definition for Child Life Specialist. Therefore, we recommend upward and lateral reclassification of these positions.

DEPARTMENT OF HUMAN RESOURCES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Human Resources Analyst III NM 95C Non-Represented	Human Resources Analyst IV NM 101C Non-Represented

The subject positions report to a Senior Manager, Human Resources, and are assigned to the Advocacy Division. The positions are responsible for independently developing strategy and management of the more difficult, complex, and sensitive Advocacy Division cases.

The scope of the responsibilities assigned to these positions meets the Human Resources Analyst IV allocation criteria to carry out assignments in programs such as advocacy. Therefore, we recommend upward reclassification to Human Resources Analyst IV.

PROBATION DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Facilities Project Manager II 101L Represented	Principal Facilities Project Manager 105A Represented
1	Senior Equipment Maintenance Worker N2 78G Represented	General Services Manager I NM 77D Represented

The Facilities Project Manager II position reports to the Bureau Chief, Probation, and is assigned to the Management Services Bureau where it supervises the Facilities Planning Unit comprised of Departmental Facilities Planners II positions and a Principal Facilities Planning Assistant. The position is responsible for handling the most complex and critical capital and special projects (e.g., new construction, existing building addition, and building modification). In addition, the position coordinates departmental projects; plans project funding; provides input on grant applications involving facility improvement; drafts Board Letters pertaining to departmental capital and special projects; provides cost estimates on proposed projects; and maintains and reviews project schedules and status reports.

The scope of the responsibilities assigned to this position meets the Principal Facilities Project Manager allocation criteria to provide first level technical and administrative supervision for sections engaged in the coordination of all phases of project management including design, construction, and occupancy. Therefore, we recommend upward reclassification to Principal Facilities Project Manager.

The Senior Equipment Maintenance Worker position reports to a Senior Director, Probation, and is assigned to the Management Services Bureau, Institutional Support Services, Challenger Memorial Youth Center (CMYC). Primary duties include assisting in the facility maintenance and general services of the CMYC, which includes laundry,

barbering, custodial, property storage and safekeeping, grounds maintenance, and food services. In addition, this position supervises a staff comprised of Crew Instructors, Personal Property Workers, Custodians, a Laundry Supervisor, an Institutional Barber, and a General Maintenance Worker. The position also serves as a coordinator and liaison for construction and repair projects; coordinates facility inspections; assists with preparation of the annual budget; provides evaluation of services in preparation for a new food service contract; manages the Alterations and Improvement (A&I) budget; and acts on behalf of the Services Director, Probation in their absence.

The scope of the responsibilities assigned meets the General Services Manager I allocation criteria in that the incumbent plans, assigns, and coordinates the activities of multi-disciplinary subordinate staff engaged in providing housekeeping, security, laundry, warehousing, property inventory, telephone, grounds maintenance, custodial, and culinary services. Therefore, we recommend reclassification to General Services Manager I.

PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Information Technology Manager III Non-Represented N23 S13	Information Technology Manager, Eligibility Systems (new class) Non-Represented N23 S14

The Information Technology Manager III reports to an Assistant Director, Public Services (Functional Title: Chief Information Officer) for the department's Bureau of Contract and Technical Services, and functions as the department's Associate Chief Information Officer. In addition to planning, organizing, and directing the activities of managers and staff within the Eligibility Systems Division, this position ensures the continuous delivery of automated public-assistance services through multiple public-assistance case management systems. Specifically, it oversees a wide range of major information technology projects involving analysis, design, development of specifications, testing, implementation, maintenance, conversion, cut-over, and retirement of existing legacy case management systems.

The scope of the responsibilities assigned to this position meets allocation criteria for Information Technology Manager, Eligibility Systems, a newly-created one position classification as referenced earlier in this letter that provides specialized, high-level management and administration for all phases of the County's critical public-assistance case management systems, including full-scale project management. Therefore, we are recommending an upward reclassification to Information Technology Manager, Eligibility Systems.